

BOARD OF TRUSTEES  
PEACE OFFICERS' RETIREMENT, ACCIDENT AND DISABILITY SYSTEM  
PUBLIC SAFETY BUILDING, DES MOINES, IOWA 50319-0050  
Minutes of Meeting Held July 20, 2020

The Board of Trustees of the Peace Officers' Retirement, Accident & Disability System convened via conference call (due to the COVID19 pandemic) on July 20, 2020, at 2:00 p.m. Members of the Board present were Chairman Stephan Bayens, Trustee Michael Fitzgerald (via phone), Trustee Michael Metzger (via phone), and Trustee Bob Conrad (via phone). Others in attendance via conference call: Jina Bresson (Treasurer's Office), Patrick McCormick (Treasurer's Office), and POR Legal Counsel John Lundquist (AG's Office). Present at the Meeting location: Chairman Stephan Bayens, Board Secretary Linda Guffey, Erinn Castleberry, Jim Wittenwyler, and Recording Secretary Tessa Lemons (DPS Administrative Services Division).

**Item 1 – Introduction of POR Retirement Executive Officer – Erinn Castleberry.** Erinn Castleberry has recently started as the new POR Executive Officer, replacing Linda Guffey who accepted a promotion to DPS's Finance Bureau Chief. Erinn comes to DPS having worked within the state for 22 years. She started in Emergency Management, was the Financial Manager at the Iowa Department of Agriculture, and the State Comptroller at the Iowa Department of Public Defense. We are excited to have her join the DPS team.

**Item 2 - Approval of minutes from POR Board meeting held June 15, 2020.** Trustee Conrad made a motion to approve the minutes. Trustee Fitzgerald seconded. Motion carried.

**Item 3 – Application for Service Retirement – Lt. Jay R. Smith.** Lt. Jay Smith with the Iowa State Patrol has submitted an application for service retirement effective August 7<sup>th</sup>, 2020. Jay is of normal retirement age with 32 years of POR service. Trustee Conrad made a motion to approve the minutes. Trustee Metzger seconded. Motion carried.

**Item 4 – Application for Survivor's Benefits – Robert Alles.** Retired Captain Robert Alles passed away on July 6<sup>th</sup>, 2020. Bob retired from the Patrol in 2004 and at that time elected the Joint & 75% Survivor Annuity Option for his then spouse, Jill Brammer. Bob and Jill later divorced but after consulting with Attorney Lundquist, it was determined that the law requires beneficiaries of actuarially determined optional benefits cannot be changed after retirement. Staff recommends approval of Jill Brammer's Application for POR Death Benefits contingent on receipt of the completed application and submission of required documentation. Trustee Conrad made a motion to approve the application as recommended by staff. Trustee Fitzgerald seconded. Motion carried.

**Item 5 – Application for Medical Expense Reimbursement – Billy Zenor.** The Accidental Disability Retiree Billy Zenor has requested reimbursement of \$309.73 for medical expenses related to his disabling condition that are not covered by his health insurance. Staff recommends denying \$195.11 for expenses for which there was not sufficient documentation to tie to Mr. Zenor's disabling condition, and approval of \$114.62 for expenses that appear directly related to his disability and have already been approved for reimbursement to Mr. Zenor in the past. Trustee Conrad made a motion to approve reimbursement of \$114.62. Trustee Metzger seconded. Motion carried.

**Item 6 – Open Forum.**

- The Commissioner and other Board Trustees took a moment to thank Linda Guffey for her dedication, time, and efforts through the years and towards the smooth transition of duties to Erinn Castleberry.

- Commissioner Bayens shared that he'd been in discussions with Nate Ristow (Governor's Policy Advisor) and is cautiously optimistic that an appointment will be made by the end of July to the open POR Board Trustee position.
- Staff informed the Board that disability apps for Chad Peters and Deb Stine should be coming before the Board in the next couple months.

- **Next POR Board Meeting** – Monday, August 17, 2020 – 2:00 p.m.  
Oran Pape State Office Building, 1<sup>st</sup> Floor Public Conference Room

**Adjournment.** Trustee Conrad made a motion to adjourn the meeting. Trustee Metzger seconded. Motion carried. The meeting was adjourned at 2:14 p.m.

Respectfully,



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Linda Guffey, POR Board Secretary



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Tessa Lemons, Recording Secretary